

OUTLINE: FOR GEA MONTHLY REPORT

MEMORANDUM FOR: Assistant Director, Research and Reports

FROM: Chief, Geographic Research

SUBJECT: GEA Activity Report for the Month of _____, 19__

A. Research and Technical Support Activity

(Includes significant research project completions; special cartographic services; significant new map completions; non-routine map procurement.)

B. Planning and Development

(Includes plans and ideas bearing on future programs and activities; outside developments which suggest future project actions; pertinent administrative and policy developments.)

C. Significant Outside Contacts and Activities

(Includes contacts which have resulted in some significant achievement; participation in established inter-agency committees; special briefings, debriefings, speeches; ad hoc meetings of special interest.)

D. Problems

(Includes both developing and unresolved problems which have their source outside the Office.)

E. Miscellaneous

(Includes special employee activities of importance; communications and criticisms received.)

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